

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**

California Integrated Waste Management Board

Reuse Assistance Grants Application

July 2000

**Applications must be postmarked no later than Friday, September 1, 2000 or delivered by
4:00 p.m. on the above date to:**

**California Integrated Waste Management Board
Attn: Grants Administration Unit
8800 Cal Center Drive, MS-14
Sacramento, CA 95826**

This application package contains the following:

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Schedule:

DATE	ACTIVITY
July 3—September 1, 2000	Application period
July 3—July 31, 2000	Questions due to the Board
August 11, 2000	Questions posted on the Board Website
September 1, 2000	Applications due
September 4—15, 2000	Staff review applications and prepare recommendations
October 17—18, 2000	Board approves grants
October 19—November 30, 2000	Grant agreements developed and signed
December 1, 2000	Grant recipients begin execution of grants
December 1, 2001	Close of grant term; final payment request due

I. GRANT SUMMARY AND GUIDELINES

A. BACKGROUND

AB 939 (Sher, 1989) established a hierarchy for solid waste management with the most preferred option being source reduction, which includes materials reuse. Reuse is defined as using a material over again in its current form without breaking it down into a raw material.

At the October 26, 1999 California Integrated Waste Management Board (Board) meeting, a funding allocation was approved for a major reuse initiative. A component of this initiative was funding for encouraging local governments to promote the concept of reuse.

B. APPLICANT ELIGIBILITY

Eligible applicants are limited to cities, counties, and local government agencies. Commercial businesses and nonprofit groups are not eligible to apply for this grant. However, charitable nonprofit organizations may wish to act in conjunction with a city, county, or local government agency. Only one (1) application may be submitted by a jurisdiction. Applicants who apply as part of a regional group may not also submit an individual application.

C. GRANT FUNDING

Applicants may request a maximum of \$50,000. Grant funds may be used for activities promoting the concept of reuse (see Eligible Project Costs below). All proposals will be ranked according to the total number of points received (see Grant Review Process section below for further discussion of scoring). Grant awards will be made to the applicants in the order of rank, until all funds are expended. The highest ranked proposal will receive funds and be removed from the list, then the second highest ranked proposal will be selected, and so forth. The Board reserves the right to reduce the amount of any grant request. All funds must be expended by December 1, 2001.

D. ELIGIBLE PROJECT COSTS

All costs must be directly related to promoting the concept of reuse. Any materials, services, equipment, or facilities that increase opportunities for promoting the concept of reuse will be considered eligible project costs. Costs must be reasonable, cost-effective, and focused on local needs as described in the application.

E. INELIGIBLE PROJECT COSTS

Any costs not directly related to promoting the concept of reuse are ineligible for grant funding. These include, but are not limited, to the following:

- Costs incurred prior to December 1, 2000 or after December 1, 2001
- Costs currently covered by another Board loan, grant or contract
- Purchasing or leasing of land
- Purchasing or leasing of vehicles by non-governmental agencies
- Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation)
- Out-of-state travel
- Any food or beverages (e.g. as part of meetings, workshops, training, or events)
- Public education costs not directly tied to the concept of reuse
- Profit or mark-up by the grantee

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- Any costs that are not consistent with local, state, and federal guidelines and regulations
- Cell phones and pagers

F. MATCHING FUND REQUIREMENT

All applicants are required to provide matching funds equal to the amount of the requested grant. Matching funds can be used for expenses directly related to any eligible project as well as for staffing or consultant costs which are directly related to the proposed project. Matching funds cannot be used for travel, equipment, or other administrative or operational expenses not directly associated with promoting the concept of reuse.

G. GRANT TERM

The term of the grant is from December 1, 2000 through December 1, 2001. **All costs must be incurred and invoices received by the Board during this term.**

H. APPLICATION FILING PROCEDURES

Applications may be mailed or hand-delivered to the Board's Sacramento office. Mailed applications must be **postmarked by Friday, September 1, 2000**. Hand-delivered applications must be received by **4:00 p.m. on September 1, 2000**. Applications delivered after 4:00 p.m. or postmarked after the above deadline will be returned to the applicant and will not be considered for funding. It is your responsibility to ensure that the application is delivered or postmarked on time.

II. GRANT APPLICATION REVIEW AND AWARD PROCESS

A. APPLICATION REVIEW

After the close of the application period, Board staff will evaluate applications using the scoring criteria listed in Exhibit I. To be considered for funding, applicants must receive a minimum score of 70 points and have earned at least half the points in each of criteria areas 1-8 listed in Exhibit I. **The panels will score applications based solely on the information provided in the application.**

B. QUESTIONS AND ANSWERS

Questions about this application must be submitted in writing or via e-mail to Sarah Weimer (e-mail address: sweimer@ciwmb.ca.gov) by July 31, 2000. (If possible, please include an e-mail address for responses.) Board staff will use the questions submitted to develop a question and answer sheet that will be distributed on August 11, 2000. Responses will be posted on the Board's Grant Website at <http://www.ciwmb.ca.gov/Grants> and at <http://www.ciwmb.ca.gov/ReUse> and mailed (via e-mail, if available) to anyone requesting an application. To the extent possible, similar questions will be grouped together. Please note that no specific project questions will be answered.

C. BOARD AWARD OF GRANTS

The Board will consider staff funding recommendations at its October 2000 Board meeting. The Board will notify applicants of the staff recommendations prior to the Board meeting.

D. EVALUATION AND SCORING CRITERIA

General Review Criteria (100 possible points)

1. Need. (30 points)

Applications will be ranked competitively with other applications and points assigned accordingly based on:

- The percentage increase of the applicant's commercial sector that will become aware of and utilize the concept of reuse as a result of the project. Consideration will also be given to applicants who want to target outreach to portions of the commercial sector that have the greatest potential for increasing waste diversion through reuse.
- The need for funding of the proposed project.
- The need for the proposed project.

2. Objectives. (25 points)

Applications will be ranked competitively with other applications and points assigned accordingly based on:

- How the proposal's specific objectives and results will address the identified need.
- The extent to which benefits from the project will continue after the funding has ended.

3. Methodology. (5 points)

Points will be assigned based on the completeness of the Work Statement Form, which explains the activities to be undertaken to achieve the objectives.

4. Evaluation. (5 points)

Points will be assigned based on the soundness of the method and process proposed to evaluate the success of the project including whether the objectives were accomplished.

5. Budget. (10 points)

Points will be assigned based on sufficient demonstration that the proposed expenses for both the grant and matching funds are reasonable.

6. Completeness, Letters of Support, Experience, Etc. (10 points)

Points will be assigned based on completeness as required in the application instructions, attachment of the required two (2) letters of support, and the inclusion of evidence that the applicant or its contractor(s) have sufficient staff resources and technical expertise to carry out the proposed project.

7. Green Procurement. (10 points)

Points will be assigned based on the submission of evidence of a current, green procurement policy for the local jurisdiction and whether this policy is being used and enforced. The proposal needs to include:

- A policy modified/adopted within the last five (5) years. (Note: Adoption of a green procurement policy during the application period is acceptable.)
- Evidence of implementation of the policy; and
- Discussion of the results of policy implementation.

8. Re-Refined Oil. (5 points)

Points will be assigned based on use of re-refined oil in the local jurisdiction's vehicle fleet. Applicants must provide documentation.

Preference Criteria (25 possible points)

9. Key Priority Wastes. (5 points)

Applicant proposes to focus on diverting one (1) or more of the following key priority wastes:

- Organics (e.g. food waste)
- Construction and Demolition
- Electronics
- Materials intended for use in an educational setting

10. Expansion. (5 points)

Applicant proposes to expand existing program(s) to include the diversion of additional material/product types.

11. Visible and Educational. (5 points)

Applicant proposes that the project will be highly visible and educational.

12. Recipients of Project. (5 points)

Applicant proposes to benefit educational and/or nonprofit organizations through the project.

13. Vocational Training. (5 points)

Applicant proposes to provide vocational/job skill training through the project.

III. APPLICATION INSTRUCTIONS

An effort has been made to streamline this application process as the grants are of modest size and are being awarded for very specific items. All requested information needs to be provided in a clear and succinct manner. The application must be printed double-sided on 8 ½" x 11" minimum 30% post-consumer content recycled paper, with all pages numbered consecutively. Use no smaller than 10-point font and have one-inch margins all around. An original and three (3) copies of the application package must be submitted. Staple applications in the upper left-hand corner. Please do not use covers, binders, or folders. All application materials will become the property of the Board.

Provide a table of contents identifying each section and its page number. The grant application must contain the following information in the following order:

- A. Application Cover Sheet Form (Exhibit A)
- B. Proposal Narrative (Exhibit B) (Two (2) pages maximum not including exhibits and attachments)
- C. Work Statement Form (Exhibit C)
- D. Budget Itemization (Exhibit D)
- E. Two (2) Letters of Support (Exhibit E)
- F. Local Jurisdiction's Green Procurement Policy (Exhibit F)
- G. Documentation of Re-Refined Motor Oil Usage if submitted (Exhibit G)
- H. Resolution (Exhibit H). This may be sent in separately, but must be received in the Board's office by September 1, 2000.

Each part of the application is discussed in further detail below, followed by samples of the attachments.

A. APPLICATION COVER SHEET FORM (EXHIBIT A)

Complete the required Cover Sheet Form (Exhibit A) per the instructions included with the exhibit. The form may be adapted to each applicant's computer software; however, the format must be followed exactly.

B. PROPOSAL NARRATIVE (EXHIBITS B, C, and D)

The Proposal Narrative must include the following items in the order listed below. Answers should be clear and concise; they may not exceed two (2) pages total (not including the specified exhibits and attachments). Do not include attachments other than those requested. The scoring criteria will be used to determine whether the proposal qualifies for grant funding, and serves as the basis upon which the grant proposal will be awarded **along with consideration for geographic diversity**. The applicant is responsible for supplying sufficiently detailed information for the review panel(s) to fully evaluate the proposal.

Attachments to support the Proposal Narrative include the Work Statement Form (Exhibit C) and the Budget Itemization (Exhibit D). Instructions for completing the Work Statement Form are directly below the form. Provide attachments and any supporting documentation with the appropriate section(s) as outlined below.

Introduction:

Briefly, in one (1) paragraph, describe the promotional materials proposed for funding with a Reuse Assistance Grant and how those materials will be utilized.

Section 1. Need (30 points)

- Provide necessary background and convincing reasons why your project should be funded, including: the current efforts of reuse by your business community; current outreach efforts; and how this proposal would increase outreach and use and by how much.
- Describe and justify any targeting of specific commercial sectors based on potential for waste diversion through reuse.
- Explain why your jurisdiction needs funding for this project. What other sources of funding are available? Have you applied for other grants to fund the project? If so, please specify which ones.
- Describe the consequences, if any, if the proposal is not funded.

Section 2. Objectives (25 points)

Explain the proposal's specific objectives, including desired results, and how they relate to the need.

- Quantify outreach goals (size of target audience, how many people you will reach).
- Quantify desired results.
- Explain how the objectives and results will address the need identified above.
- Explain how, and if, the project will be continued after the grant term ends.

Section 3. Methodology (5 points)

Use the Work Statement format attached as Exhibit C to detail what tasks will be conducted to achieve the objectives, the time frame, and who will perform the tasks.

Section 4. Evaluation (5 points)

- Briefly describe the methods that will be used to evaluate the success of the project and determine whether objectives were accomplished.
- Specify who will be responsible for the evaluation and whether any evaluation reports will be produced and if so, by what date.

Section 5. Budget Itemization (10 points)

- Use the format included as Exhibit D to provide a budget, which includes the grant request and the 50% matching funds for the project.
- Provide a budget that is sufficiently detailed to determine that the proposed expenses are reasonable.
- *All* tasks identified in the Work Statement Form and Proposal Narrative should be itemized in the budget. All budget items listed in this proposal should be reflected in the Work Statement Form.
- Budgeted items for miscellaneous, contingency, or managerial costs should be clearly described and kept to a minimum.
- Reference the ineligible and eligible cost sections of this application package to determine ineligible and eligible costs.
- Provide recent quotes and estimates; tie them to specific budget items. Attach these quotes following Exhibit D.
- Provide details for equipment, services, and supplies requested.
- Justify all non-specific costs such as overhead and miscellaneous.
- Is the project cost effective?

Section 6. Completeness, Letters of Support, Experience (10 points)

- Attach two (2) letters of support for the project as Exhibit E. The letters may be from businesses, organizations, or community members.
- Explain how the applicant has sufficient staff resources, technical expertise, and experience to carry out the proposed project.
- Double check the application and make sure everything requested is included, and in the order prescribed.

Section 7. Local Jurisdiction's Green Procurement Policy (10 points)

- Attach a copy of the jurisdiction's green procurement policy as Exhibit F, which requires the local jurisdiction to use recycled-content, recyclable or reusable products, or other waste reduction measures where appropriate and feasible. (Note: Adoption of a green procurement policy during the application period is acceptable.)
- Provide evidence of implementation of the policy.
- Include discussion of the results of policy implementation.

Section 8. Re-Refined Oil (5 points)

If the local jurisdiction's vehicle fleet is using re-refined motor oil in its vehicle fleet, provide documentation as Exhibit G.

C. RESOLUTION

Attach the approved resolution for a single jurisdiction or all supporting documents for a regional program as Exhibit H. EXHIBIT H MUST BE SUBMITTED WITH THE APPLICATION PACKAGE OR RECEIVED SEPARATELY BY SEPTEMBER 1, 2000. **Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form(s).**

1. Resolution Types

The grant application package must include either:

- An approved resolution from the applicant's governing body which authorizes submittal of an application for the Reuse Assistance Grant and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payments (see Exhibit H); or
- An approved resolution which authorizes the submittal of grant applications to the Board for all available grants under the California Integrated Waste Management Act and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payments (see Exhibit H).

2. Regional Programs

Multiple jurisdictions may join together to submit a regional application. A jurisdiction is defined as a city or county, a city and county, or regional agency. A lead agency must be designated by the participating jurisdictions. The lead agency must submit a resolution. In addition, each participating jurisdiction in a regional application must submit one (1) of the following:

- A letter from the county administrator/city manager stating that the jurisdiction wants to participate in the regional program and authorizing the lead applicant to act on their behalf as both applicant or grant administrator; or,
- A resolution authorizing the lead applicant to act on their behalf as both applicant and grant administrator; or,
- A copy of a Joint Powers Authority (JPA) agreement and a letter from each JPA member jurisdiction's county administrator/city manager authorizing the JPA to act on behalf of the jurisdiction as both applicant and grant administrator; or,
- A copy of a Memorandum of Understanding specifically for this grant proposal authorizing the lead applicant to act on behalf of the jurisdiction both as applicant and grant administrator.

IV. GRANT ADMINISTRATION

A. GRANT AGREEMENT

Following the Board's approval of the grant awards at the October 2000 business meeting, the grantee will receive a Grant Agreement, Terms and Conditions, and Procedures and Requirements. (Copies of these documents in draft form are available for review by grant applicants.) These documents along with the applicant's Budget Itemization and Work Statement will comprise the Grant Agreement. The signature authority designated by resolution will be required to sign the Grant Agreement form and return it to the

Board. **Grant Agreements must be executed and returned within (90) days from the date of the Board's mailing of the agreement package.** Failure to return the executed agreement within (90) days may result in revocation of the grant award. The Grant Agreement will be for a term of (12) months beginning December 1, 2000 and terminating December 1, 2001. Proposed grantees must also, within (90) days of grant award, pay in full any outstanding debt owed by the proposed grantee to the Board.

B. PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the grantee's approved Budget Itemization (Exhibit D). All payment requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.).

C. AUDIT REQUIREMENTS

The grantee agrees that the Board, the State Controller's Office, the Bureau of State Audits, and the Department of Finance or their designated representatives, for the purposes of reviewing and conducting audit(s), shall have an absolute right of access to review and copy all of the grantee's records pertaining to the Grant Agreement, including, but not limited to the grantee's contractors, subcontractors, vendors, and any entity receiving benefit from the grant funds. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of the Grant Agreement. These records pertaining to the Grant Agreement, or any part thereof requested, shall be made available to the designated auditor(s) upon request for the indicated reviews and/or audits. Such records shall be retained for at least three (3) fiscal years after the fiscal year in which the funds were dispersed, or three (3) fiscal years after the fiscal years in which the funds were expended, or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation or audit, whichever is later.

Exhibit A: Application Cover Sheet Form

Applicant (or lead applicant):	
Department or Agency:	
Street Address:	
Mailing Address (if different from street address):	
City & Zip Code:	County:

Regional Participants (if applicable):

Primary Contact (Name & Title):	
Phone:	FAX:
E-mail Address:	

Finance Officer (Name & Title):	
Phone:	FAX:
E-mail Address:	

Program Director (Name & Title):	
Phone:	FAX:
E-mail Address:	

Assembly District(s):
Senate District(s):

Brief Description of Project (3-5 Sentences):
Total Grant Request: \$ _____

Certification: I declare, under penalty of perjury, that all information submitted for the Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Signature:	Date:	Phone:
Print Name and Title of Person Authorized by Resolution:		

INSTRUCTIONS FOR APPLICATION COVER SHEET

Applicant

This is the name of the jurisdiction that is submitting the proposal (e.g., City of Anaheim, Santa Clara County).

Department or Agency

For example, Department of Public Works Agency, Fire Department, or Environmental Management Department.

Regional Participants

Those jurisdictions participating in a regional application should be listed here. Each listed jurisdiction must designate the lead jurisdiction (Applicant) to act on their behalf by including one of the following: (a) a resolution; (b) a letter from the City Manager or County Administrator; (c) a Joint Powers Authority that states the same; or (d) a Memorandum of Understanding specifically for this grant. See Application Instructions for more details.

Primary Contact

This person is responsible for carrying out the day-to-day management and implementation of the grant. All Board correspondence will be directed to this individual (e.g., Recycling Analyst, Environmental Technician, or Solid Waste Engineer). **The Primary Contact must be a local government employee.**

Finance Officer

This person is responsible for compiling payment requests and tracking all grant expenditures and encumbrances (e.g., Budget Officer or Accounting Technician).

Program Director

This individual has ultimate responsibility for the project (e.g., Public Works Director, City Engineer, or Solid Waste Management Director).

Assembly and Senate Districts

List the district numbers for all districts affected by the proposed project.

Brief Description of Project

Include a three to five (3-5) sentence summary of the proposed project. This summary may be distributed by the Board to the public.

Total Grant Request

The total number of dollars being requested from the Board rounded to the nearest dollar. Do not include applicant contributions or in-kind services.

Signature

Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.

Exhibit B: Proposal Narrative

(Instructions: Utilize the following format for completing this exhibit; see the Proposal Narrative section on pages 7-8 for a description of what should be included in each section. This is limited to two (2) pages (not including the exhibits or attachments), single space, one-inch margins, and minimum 10-point font.)

Applicant: _____

Introduction (narrative)

1. Need (narrative)
2. Objectives (narrative)
3. Methodology (narrative and Exhibit C)
4. Evaluation (narrative)
5. Budget (Exhibit D)
6. Completeness, Two (2) Letters of Support, Experience (narrative and Exhibit E)
7. Local Jurisdiction's Green Procurement Policy (Exhibit F)
8. Documentation of Re-Refined Motor Oil Usage (Exhibit G)
9. Resolution (Exhibit H)

Exhibit C: Work Statement Form

Use the following table format to present your work plan for the project.

Applicant: _____

Task Number	Description of Activity	Who is Performing: Staff or Contractor	Start and End Dates

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INSTRUCTIONS FOR COMPLETING THE WORK STATEMENT FORM

The Work Statement Form must list all activities described in the project narrative that are necessary to complete the proposed project.

1. Fill in the applicant name.
2. List (number) and describe the proposed major activities to be undertaken, whether the activity will be completed by jurisdiction staff or a contractor, and start and ending dates for the activity.

Exhibit D: Budget Itemization (Sample)

Use the following table format to provide the budget information for the proposal. The content below is only an example.

	Cost	% Total Cost
Board Reuse Assistance Grant Funds		
Product: Printing of Brochures	\$3,000	
Product: Mailing of Brochures	\$2,000	
Total Reuse Assistance Grant Funds Requested	\$5,000	50%
Matching Funds		
Product: Design of Brochures	\$2,000	
Product: Mailing of Brochures	\$3,000	
Total Matching Funds*	\$5,000	50%
TOTAL Project Cost		

*Must be at least 50% of total project cost

Note: For work done outside of the jurisdiction, attach at least three (3) estimates. For work to be done by the jurisdiction, attach the cost estimate from the Department performing the work (e.g., the printing shop).

Exhibit E: Attach Two (2) Letters of Support

Exhibit F: Attach Applicant's Green Procurement Policy

PROGRAM CRITERIA
Recycled Content Purchasing Policy
(Green Procurement)
Verification Form
(Criterion #7 - 10 points)

Definition: A policy of an agency specifically to purchase recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable.

(4 Points)

Green Procurement Policy Adopted: Yes ☐ Date Policy was Adopted: _____
No ☐

(Stop here if you do not have a Green Procurement Policy.)

(4 Points)

Describe your Green Procurement Policy:

Ch ☐ Office paper supplies ☐ Janitorial paper products ☐ Others, please list: _____
☐ Shipping boxes ☐ Toner cartridges _____
☐ Construction/building materials ☐ Floor coverings _____
☐ Re-tread tires ☐ Compost/Mulch _____

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(2 Points)

Evaluate your Green Procurement Policy:

- 1) What aspects have been successfully implemented?
- 2) What areas need improvement?

Exhibit G: Attach Documentation of Re-Refined Motor Oil Usage

Re-Refined Oil Purchasing Policy Verification Form (Criterion #8 - 5 Points)

Definition: A policy of an agency specifically to purchase and use re-refined oil in agency vehicles and equipment.

(2 Points)

Re-Refined Oil Policy Adopted: Yes ☐
No ☐

Date Policy was Adopted: _____

(Stop here if you do not have a Re-Refined Oil Policy.)

(2 Points)

Describe your agency's Re-Refined Oil Policy. List types of vehicles or equipment in your agency that use re-refined oil.

(1 Point)

Evaluate your agency's Re-Refined Oil Policy:

- 1) What aspects have been successfully implemented?
- 2) What areas need improvement?

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Exhibit H: Sample Resolution for Reuse Assistance Grant

WHEREAS, Public Resources Code *Section 42000* authorizes the California Integrated Waste Management Board (Board) to conduct market development activities to strengthen demand by manufacturers and end-use consumers for recyclable materials collected by municipalities, nonprofit organizations, and private entities; and

WHEREAS, the concept of reuse is an integrated approach which encompasses integrated waste management objectives such as building materials efficiency, construction and demolition waste reduction, and maximization of reused- and recycled-content building and landscaping materials; and

WHEREAS, on June 20-21, 2000, the Board approved the Evaluation Process, Scoring Criteria, and Preference Criteria for the Reuse Assistance Grants; and

WHEREAS, the Board will enter into an agreement with the grantee for development of the project;

*NOW, THEREFORE, BE IT RESOLVED that the (Title of Governing Body) authorizes the submittal of an application to the Board for a Reuse Assistance Grant. The (Title of Official), or their designee, is hereby authorized and empowered to execute in the name of the (Name of Jurisdiction) all necessary applications, contracts, payment requests, agreements, and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the (Title of Governing Body) this ____ day of _____, 20__.

ATTEST:

Signed: _____ Date: _____

*The wording in this paragraph is appropriate for a jurisdiction applying individually. The following paragraphs provide alternative wording to be used by the lead jurisdiction for a regional program or a participant in a regional program:

Lead Applicant for a Regional Program – NOW, THEREFORE, BE IT RESOLVED, that the (Lead Applicant's Governing Body) authorizes the submittal of a regional application on behalf of the (List Participating Cities/Counties) to the Board for a Reuse Assistance Grant. The (Title of Official for Lead Jurisdiction) of the (Name of Lead Jurisdiction), or their designee, is hereby authorized and empowered to execute in the name of the above named cities/counties all necessary applications, contracts, payment requests, agreements, and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Participant in a Regional Program – NOW, THEREFORE, BE IT RESOLVED that the (Name of Participating Jurisdiction) authorizes the (Name of Lead Jurisdiction) to submit to the Board a regional application for the Reuse Assistance Grant on its behalf. The (Name of Lead Jurisdiction) is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements, and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Exhibit I: Reuse Assistance Grants Evaluation and Scoring Criteria

Applicants must score at least 70 points to qualify for grant funding. Furthermore, applicants must score at least 70 points within the general review criteria (items 1 through 8) to qualify for preference criteria consideration. All proposals will be ranked according to the total number of points received. In awarding grants, the Board will consider points awarded. The Board reserves the right to reduce the amount of any grant request.

Maximum Points	General Review Criteria (100 possible points)
30	<p>1. NEED. Applications will be ranked competitively with other applications and points assigned accordingly based on:</p> <ul style="list-style-type: none"> ▪ The percentage increase of the applicant's commercial sector that will become aware of and become involved in reuse activities as a result of the project. Consideration will also be given to applicants who want to target outreach to portions of their commercial sector that have the greatest potential for increasing waste diversion through reuse activities. ▪ The need for funding of the proposed project. ▪ The need for the proposed project.
25	<p>2. OBJECTIVES. Applications will be ranked competitively with other applications and points assigned accordingly based on:</p> <ul style="list-style-type: none"> ▪ How the proposal's specific objectives and results will address the identified need. ▪ The extent to which benefits from the project will continue after the funding has ended.
5	<p>3. METHODOLOGY. Points will be assigned based on the completeness of the Work Statement Form, which explains the activities to be undertaken to achieve the objectives.</p>
5	<p>4. EVALUATION. Points will be assigned based on the soundness of the method and process proposed to evaluate the success of the project including whether the objectives were accomplished.</p>
10	<p>5. BUDGET. Points will be assigned based on sufficient demonstration that the proposed expenses for both the grant and matching funds are reasonable.</p>
10	<p>6. COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC. Points will be assigned based on: completeness as required in the application instructions; attachment of the required two (2) letters of support; and the inclusion of evidence that the applicant or its contractor(s) have sufficient staff resources and technical expertise to carry out the proposed project.</p>
10	<p>7. GREEN PROCUREMENT POLICY. Points will be assigned based on the provision of evidence of a current, green procurement policy for the local jurisdiction and whether this policy is being used and enforced. The proposal needs to include:</p> <ul style="list-style-type: none"> ▪ A policy modified/adopted within the last five (5) years. (Note: Adoption of a green procurement policy during the application period is acceptable.) ▪ Evidence of implementation of the policy, and ▪ Discussion of the results of policy implementation.
5	<p>8. RE-REFINED OIL. Points will be assigned based on use of re-refined oil in the local jurisdiction's vehicle fleet. Applicants must provide documentation.</p>

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	Preference Criteria (25 possible points)
5	9. KEY PRIORITY WASTES. Applicant proposes to focus on diverting one (1) or more of the following key priority wastes: <ul style="list-style-type: none"> ▪ Organics (e.g. food waste diverted through a food rescue program) ▪ Construction and Demolition ▪ Electronics ▪ Materials intended for use in an educational setting
5	10. EXPANSION. Applicant proposes to expand existing program(s) to include the diversion of additional material/product types.
5	11. VISIBLE AND EDUCATIONAL. Applicant proposes that the project will be highly visible and educational.
5	12. RECIPIENTS OF PROJECT. Applicant proposes to benefit educational and/or nonprofit organizations through the project.
5	13. VOCATIONAL TRAINING. Applicant proposes to provide vocational/job skill training through the project.